



## Sample application form

# Regional Employment Trials (RET) Sample Application questions

**Please note you must complete and submit an online application on the business.gov.au portal.**

**This document provides a list of questions that you will be asked in the online application on the business.gov.au portal.**

### 1. Eligibility

Is your organisation one of the following entities?

- an entity incorporated in Australia
- a local government agency or body as defined in appendix A
- a Regional Development Australia committee

Does your organisation have an Australian Business Number (ABN)?

Will you implement the project in one of the eligible trial regions?

Does your project have at least \$10,000 in eligible expenditure?

Does your project provide opportunities and assistance to help unemployed people prepare for and find work?

Do you have at least one jobactive, ParentsNext or Transition to Work employment services provider partnering on the project, who will complete a risk assessment for the project as part of the grant agreement?

Have you completed a project proposal for assessment by your local RDA committee using the template available on business.gov.au and GrantConnect? You must provide this with your application.

Have you met relevant state or territory legislation obligations related to working with children and/or vulnerable people, and ensure that any person that has direct, unsupervised contact with children or vulnerable people as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation?

Can you provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding? You must provide this evidence with your application.

### 2. Application Address

Provide your Business Street Address (Australian Head Office)

Provide your Business Postal Address (Australian Head Office)

### 3. Applicant Financials

Has the applicant existed for a complete financial year?

#### Recent Trading Performance

- sales revenue (turnover)
- export revenue
- R&D expenditure
- taxable income
- number of employees (headcount)
- number of independent contractors (headcount)

## 4. Project Information

### Detailed project description and outcomes

Provide a detailed description of your project including the project scope and key activities.

Provide a summary of the expected project outcomes.

Provide the number of activity places/participants expected for unemployed people not registered with a provider.

Provide the number of activity places/participants expected for job seekers and employment service providers.

### Project details for publication

- project title
- project description
- estimated project commencement date
- estimated project completion date

### Milestones

Milestone name, description, estimated start date, estimated end date.

In what RDA region will your project occur?

### Project location

Enter project site 1 (click add another address to add additional locations)

Estimated % of project value expected to be undertaken at each site.

## 5. Project Funding Information

### Project budget summary

Provide a summary of your eligible project costs over the life of the project. We only provide grant funding based on eligible expenditure.

Expenditure can only be claimed for the period 2018-19 to 2019-20.

### Project Budget

Heads of Expenditure

- labour
- contractor
- insurance
- education and training materials
- capital costs up to \$5,000
- rental costs for buildings or facilities primarily used for project activities
- costs for running training and events/workshops

- other

Would you like to seek an exceptional circumstances exemption from the co-contribution requirement?

If you have selected 'Yes' above to seeking an exceptional circumstances exemption from the co-contribution requirement, describe why you have limited financial capacity to contribute cash or in-kind resources to the project?

### Source of funding

- grant amount requested
- your cash contributions
- your in-kind contributions
- other government funding
- total source of funding

## 6. Project partners

Enter the name of the jobactive, ParentsNext or Transition to Work employment services provider partnering on the project, who will complete a risk assessment for the project as part of the grant agreement.

### Collaborators

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth.

The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

Is this a joint application?

Attach a letter of support from each project partner if applicable.

Are you an unincorporated Regional Development Australia committee? \*If you are an unincorporated Regional Development Australia committee, we will enter into a grant agreement with your legal entity.

## 7. Merit Criteria

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

We will only award funding to applications that score at least 50 per cent against each merit

criterion, as these represent best value for money.

You are not required to provide a response up to the maximum character limit. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define and quantify and provide evidence to support your answers.

**Merit criterion 1: The extent to which the project will deliver employment outcomes in your region** (30 points or 60 points if an RDA related proposal)

(Limited to 5000 characters, including spaces and paragraph returns).

You should demonstrate this by identifying

- a. the specific employment challenge/s in your region that relate to your project, and detail how the project intends to address them
- b. how many unemployed people are intended to directly or indirectly benefit from your project
- c. how your project will enable the workforce in your region to better meet demand from employers and deliver sustainable employment outcomes.

**Merit criterion 2: The impact of grant funding on your project** (20 points)

(limited to 5000 characters, including spaces and paragraph returns).

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project
- b. justifying the funding amount requested with respect to the scale of the project and intended outcomes.

**Merit Criterion 3: Capacity, capability and resources to deliver the project** (20 points)

You must demonstrate this through identifying:

- a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project

- b. your track record managing similar projects
- c. how you will measure the success of the project.

## 8. Application Finalisation

### Conflict of Interest

Do you have any perceived or existing conflicts of interest to declare?

### Program Feedback

How did you hear about the grant opportunity?

### Supporting Documentation

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- trust documents
- RDA committee project proposal form
- evidence of support from your board

## 9. Primary Contact Information

Primary Application Contact

- title
- given name
- family name
- position title
- email address
- phone number
- mobile number
- primary address

## 10. Application Declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement,
- Commonwealth Grants Rules and Guidelines,
- Program Guidelines, and
- applicable Australian laws.

Accordingly, I understand that the Department may share my personal information provided in this application within this Department and other government agencies for:

1. purposes directly related to administering the Programme, including governance and

research and the distribution of funds to successful applicants and

2. to facilitate research, assessment, monitoring and analysis of other programs and activities
3. unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the Program Guidelines may also be shared for a relevant Commonwealth purpose.

The Department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### **Applicant declaration**

I declare that I have read and understood the Program Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Science, Energy and Resources (the department) may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to

advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I agree to comply with the compliance arrangements outlined in the grant opportunity guidelines as well as any relevant guidance material issued by the Department of Education, Skills and Employment.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

### **11. Contact us**

For more information, visit [business.gov.au](http://business.gov.au) or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.